

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
No. 600-1
CHANGE 1

2 May 1990

Personnel--General

CONUS TRAVEL

AMC MEMORANDUM NO. 600-1, 12 June 1989, is changed as follows:

Page 3, paragraph 7. c. is added on:

c. To assist in maintaining an accurate record of estimated obligation of funds, the HQ Budget Branch (AMCIS-MB) will be provided, prior to the traveler's departure, a HQ AMC Form 235-R (Notification of Blanket Travel Orders) (BTO) for each traveler who is to perform CONUS and OCONUS travel under BTOs. In the event of an emergency that would preclude submission of this notification prior to the traveler's departure, such notification will be forwarded on the 1st workday after the traveler has returned. Each deputy chief of staff/separate office chief will report actual monthly expenses for each BTO issued to that office. Actual monthly expenses are to be obtained from traveler's BTO and forwarded to HQ Budget Branch (AMCIS-MB). Dates of travel and amounts of total reimbursement should be reported. Reports are to be forwarded monthly, to arrive NLT the 20th of each month. Negative reports of BTO are also required.

(AMCIS-RB)

FOR THE COMMANDER:

OFFICIAL:

WILLIAM B. McGRATH
Major General, USA
Chief of Staff

THOMAS H. DOLAN
Chief, Operations and Systems
Integration Division

DISTRIBUTION:
Initial Distr H (60) 1 ea HQ Actv/Staff Off
AMXDO-SP Stockroom (50)
AMCIS-MT (100)

NOTIFICATION OF BLANKET TRAVEL ORDERS

(AMC Memo 600-1)

DATE:

TO:

HQ, Installation Support Activity, ATTN:
AMCIS-MB

FROM:

COST CENTER:

THE FOLLOWING INFORMATION IS FURNISHED IN CONNECTION WITH THE USAGE OF THE BLANKET TRAVEL ORDERS ISSUED TO:

O/A DATE	NO. OF DAYS	ITINERARY AND MODE OF TRANSPORTATION	SPECIAL REQUIREMENTS
			<u>Check Appropriate Blanks</u> Estimated _____ Actual _____ Mission _____ Admin _____ Per Diem \$ _____ Travel \$ _____ Other \$ _____ Total \$ _____

TYPED NAME AND TITLE:

SIGNATURE: